

# bookkeeping & payroll

PERSONAL SERVICE &  
UNMATCHED VALUE SINCE 2012

Tyler Office

WEBSITE

2001 S Beckham Ave  
Tyler, TX 75701

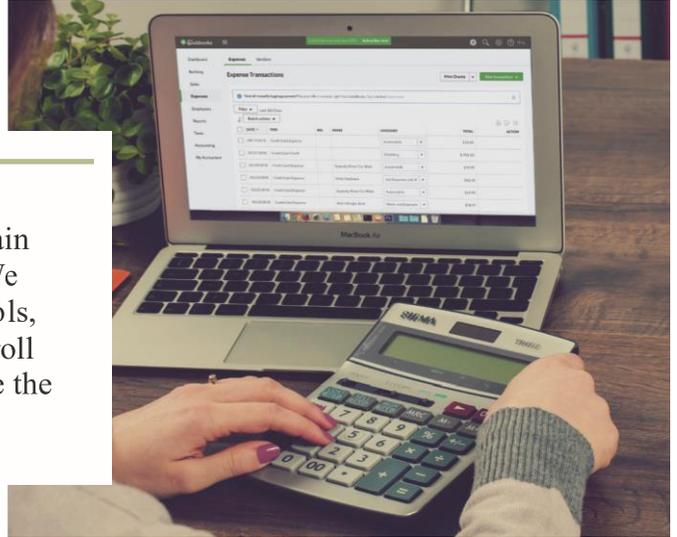
<https://www.sleatman.com>



# SL Eastman's Bookkeeping, Tax Prep & Payroll Services

## OVERVIEW

Our Bookkeeping and Payroll team provides efficient, accurate, and professional services that allow you to regain valuable time to focus on core business operations and growth. We use industry leading software, highly secure data transmission tools, and provide you with a team of professional bookkeepers and payroll specialists to support your business. Our services help you reduce the headaches and save money.



## BOOKKEEPING SERVICES

- Accounts Receivable
- Accounts Payable
- Reconcile Cash and Credit Accounts
- Process Sales and Use Tax
- Generate Reports
- Generate Invoices
- Data Entry
- Month-End Accounting

## PAYROLL SERVICES

- Recurring Payroll
- Direct Deposits
- Payroll Tax Filings
- W-2s and 1099s
- Comprehensive Reporting

## QUICKBOOKS CONSULTATION

QuickBooks is excellent accounting software that can provide many benefits to your small to mid-size organization. But like any software program, there can be a steep learning curve in regards to using it effectively for your organization.

Having trouble learning how to use QuickBooks and its features? Or do you want to outsource all of your QuickBooks' postings to a certified QuickBooks expert?

SL Eastman Bookkeeping & Tax can be of assistance. Our certified QuickBooks advisors can provide the consultation and services you need to fully take advantage of QuickBooks' capabilities for your organization.

- Initial installation and setup of QuickBooks
- Instruction on correctly posting transactions
- Instruction on preparing reports of varying complexity
- Integration assistance with other business software
- Assistance with QuickBooks payroll functions
- Outsourced input and posting of transactions





## **Stephanie Eastman**

member/owner

Stephanie Eastman is a Member/Owner with SL Eastman Bookkeeping & Tax and leads our Bookkeeping & Payroll Group. She specializes in tax consulting and compliance services for small businesses and individuals. Stephanie is a Certified Quickbooks Professional. She created SL Eastman Bookkeeping & Tax in 2012.

Originally from Tyler, Texas, Stephanie received her Bachelor of Science degree from the University of Texas at Tyler with a double major in Financial Accounting and Managerial Accounting graduating with honors..



Tax | Assurance |  
Bookkeeping | Advisory | Fractional  
Controller

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